**Abeer Alharbi**

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Phone number: +017247175445

**EDUCATION**

Indiana University of Pennsylvania (IUP), Indiana, PA

MA Teaching English to Speakers of Other Languages (TESOL) Expected Graduation date: May 2018

GPA: 3.75/4.0

Taibah University, Medina, Saudi Arabia Graduation date: 2011

Bachelor Degree in English language

GPA: 3.88/5.0

**PROFESSIONAL EXPERIENCE**

**Teacher Assistant**

**ALI 6850- Academic Literacy, Spring semester 2018**

American Language Institute (Indiana, Pennsylvania, United States)

* Design and plan a mini activity each class (Tuesday and Thursday)
* Give students feedback and observe their performances during class activities.
* Attended and observed all classes and help the teacher or the students in class.
* Help students in class activity and answer questions.
* Designed and taught a whole lesson plan at the end of the semester for two classes.
* Assist in printing and email students in a class matter if needed.

**Communication Representor**  **2015**

Hussein Abdul Ghani group (Medina, Saudi Arabia)

* Communicate with non-native speaker clients through phone and email.
* Email different companies internationally using the English language.
* Finish companies workers paperwork (contact embassy and local offices.)